

Team Integration Workshop Agenda



Office of Human Capital

May 25th

4203/1201

9:00-11:00

- **Opening Remarks** (Susan Whitfield) [5 minutes]
- **OHC Team Learning Topic** [25 minutes]
 - Performance Management (Dana Blaine)
- **Team Activities** (All) [40 minutes]
 - What Are We Doing that Needs to Be Shared?
 - Understanding Performance: *"The Beekeepers and Their Bees"*
- **Client Learning Topic** [35 minutes]
 - Understanding Safety & Mission Assurance (**Roy Malone**)
- **Wrap-Up & Feedback** (All) [15 minutes]

Good Morning!



Office of Human Capital





Performance Management

Performance Management



Presented by:
Dana Blaine, HS50
544-7514

Date:
May, 25, 2006

Performance Definition



Performance Management

Performance

Measure of employee accomplishments against the written acceptable level defined in elements and standards





Why was the 3-tiered system adopted?



Performance Management

- OPM Guidance
- Getting to Green
- Human Capital Performance Fund
- Pay for performance
- NPR 3430.1B
- Agency Consistency (Forms, Generic Performance Elements, and Rating Periods)





Rating Period 5/1/06 thru 4/30/07



Performance Management

- Begins with plan
- Development discussion
- Individual Development Plan (IDP)
Documentation
- Midterm review
- Final rating



Performance Indicators



Performance Management

- Sample Performance Indicators on NASA Form 1727 for non-supervisors:
 - Budget Analyst routinely provides report on assigned day before monthly budget review
 - Project Engineer adheres to schedule and budget requirements of project plan
 - Design Engineer reviews plans and drawings in accordance with applicable directives/criteria

Considerations



Performance Management

- Is the element Critical or Non Critical
- All elements should support the Strategic Plan
- Job specific elements
- Tie specific elements to Agency/Center goals and objectives



Rating Performance



Performance Management

- Rating Employee Performance
 - Directive encourages employees to provide input on NASA Form 1729 or by any other means desired – written input becomes part of the final performance evaluation package
- Element Rating options
 - **Significantly Exceeds** – performance consistently exceeds standard to an exceptional degree
 - **Meets or Exceeds** – ranges from “satisfactory” to exceeding the minimum required
 - **Fails to Meet** – did not meet the “satisfactory” description in performance indicators
 - **Not Rated** – employee did not have an opportunity to perform

RECENT CHANGES:

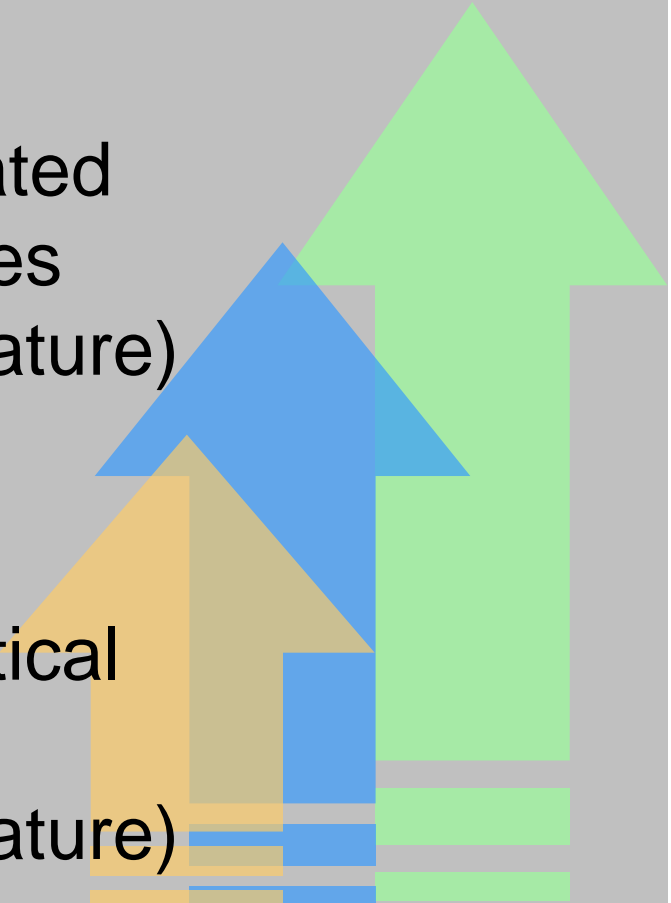
Health and Safety Performance Element

Rating Performance



Performance Management

- Summary Ratings
- Distinguished – all elements rated “Significantly Exceeds” (requires Supervisor and Reviewer signature)
- Meets or Exceeds – no critical element rated “fails”
- Fails to Meet – at least one critical element rated “fails” (requires Supervisor and Reviewer signature)

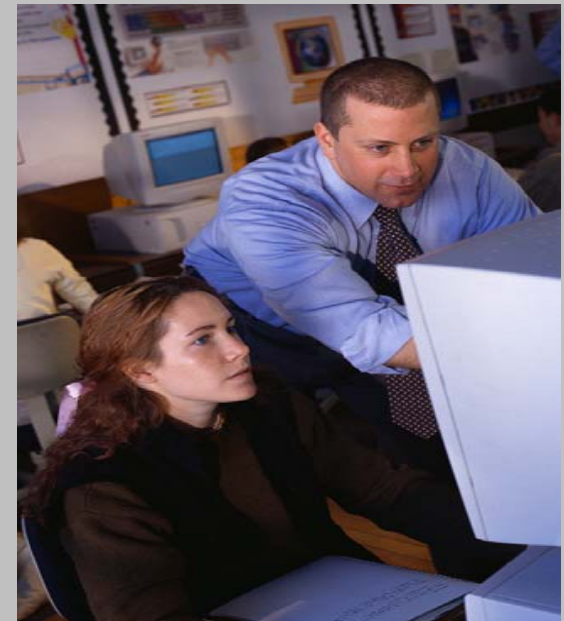


Performance Issues



Performance Management

- **Budget Analyst** - who fails to routinely provide reports by the agreed-on date as required by performance standard/indicator
- **Supervisor** - who fails to routinely address employee performance deficiencies when they are recognized as required by performance standard/indicator





How to Address Problem Performance



Performance Management

- Employee should be notified of performance deficiencies in a timely manner, as they occur
 - Customary times at mid-year review, annual review, when considering eligibility for WGI, probationary period, Co-Op Student Evaluations
- Supervisor should review elements and standards with employee to ensure they are clear, measurable, and understood





Performance below the “meets” level



Performance Management

- Coaching and communicating with employee about expectations is often all that is needed to improve performance
- Consider formal Performance Improvement Plan at any time after employee has been on elements and standards for 90 days when performance in at least one critical element is at the “fails to meet” level



Next Steps



Performance Management

- Focus groups were led August 2005 after first cycle
- Some changes implemented for FY06-07
- Another meeting of Center Representatives, Union Representatives, and HQ first week of June 06 to look into EPCS in more depth

Questions and Answers



Performance Management



Sharing!



Performance Management



Communication "Checklist"



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A Helpful Guide!

Communication Mechanisms Worksheet Project or Activity Title: _____

Electronic Media

Checklist	Date Planned (Month)	Vehicle	Brief Description	Information Required	Submitter Link or POC
<input checked="" type="checkbox"/>		OHC Website External	Internal tool for Center-wide communication. One-stop shop for all OHC products, services, processes, point of contact, announcement or other need to know items for the Center.	Delisted or appropriate level of information. Relevant info/presentations, web links, etc.) should be included as well.	Content Review of Form: http://www.nasa.gov/pdf/000000main/000000main Web Team Members: H501 Lisa Hall 544-1365 H510 Chris Schaefer 544-1422 H520 Patricia Conway 544-3755 H530 Jeff Schuman 544-3987 H540 Julie Reed 544-1422 H550 Wendy Sullivan 544-4945
<input type="checkbox"/>		Internal	For OHC Employees Only. Internal news and announcements. All IPT Agency, Internal Business Processes available here.		
<input type="checkbox"/>		To the Point	Email newsletter large for superiors, disseminated regularly by OSGC. Topics of interest. Interviews with Center officials included.	Delisted or appropriate level of information. Relevant info/presentations, web links, etc.) should be included as well.	OHC Entry Point Drew Smith 544-4932 Info: Rita Roberts 544-1121 is OSG POC (All OHC submit items go to Drew).
<input type="checkbox"/>		Marshall Star	Published every Thursday, the Marshall Star serves as the Center's weekly newspaper. Provides in-depth articles, features, and photographs.	Level of detail depends on message being created. OSGC writers are available to assist with material creation.	Web link: http://www.marshallstar.com Jessica Wallace Editor 544-0030
<input type="checkbox"/>		Head's Up	Center-wide notifications emailed to all employees (Contractor and CSO). Will run indefinitely until end date.	Provide detailed information for distribution with working web links. Convey desired start/end dates for posted material.	Email to: info@nasa.gov Jarie Crawford - 544-0514

Update d: 5/24/2006

Checklist	Date Planned (Month)	Vehicle	Brief Description	Information Required	Submitter Link or POC
<input type="checkbox"/>		Inside Marshall	Marshall Website provides a variety of information for Center employees http://www.marshallstar.com (e.g., announcements, events, course info, process reminders, etc.)	Provide detailed information with working web links. Convey desired start/end dates for posted material.	Email to: info@nasa.gov Jarie Crawford - 544-0514
<input type="checkbox"/>		Marshall TV	Announcement (e.g., training classes, retirement parties, events).	Brief information highlights containing POC for additional information.	Email to: info@nasa.gov Jarie Crawford - 544-0514 OHC POC for Creation/Set-Up Assistance: Jill Sibbs - 544-3711
<input type="checkbox"/>		MSFC Sign In Front of Center	Brief Announcement (e.g., high level visitors).	Very brief information highlights	Email to: info@nasa.gov Jarie Crawford - 544-0514
<input type="checkbox"/>		OHC Autoturn into Marshall	Autoturn announcement large in particular a new OHC owned process, product, or service for the Center. Also useful for large scale actions/calls (e.g., year end appraisal process, etc.)	Delisted or appropriate level of information. Relevant info/presentations, web links, etc.) should be included as well.	OHC POC for Creation/Set-Up Assistance: Susan Whitehead - 544-1933 Jill Sibbs - 544-3711 Once completed, can be disseminated statewide of mechanisms (e.g., other media electronic media, mailing list, etc.)
Print Media					
<input type="checkbox"/>		Graphic Design	Printed communication materials designed to bring awareness and/or daily around a variety of topics (e.g., large and small posters, flyers, t-shirts, brochures, etc.)	Concept, rough draft, or product sample of desired information.	All printed materials are subject to Agency Communication Materials Review (CMR). The CMR process was established to implement unifying elements, such as key messages and design standards, in all NASA-funded communications materials. CMR process requires 4-6 week lead time on any material (concept stage to final approval). OHC Entry Point Susan Whitehead - 544-1933 CMR Site: http://www.nasa.gov/pdf/000000main/000000main SRS System to Request Final Product Work and Subsequent Reproduction: http://www.nasa.gov/pdf/000000main/000000main

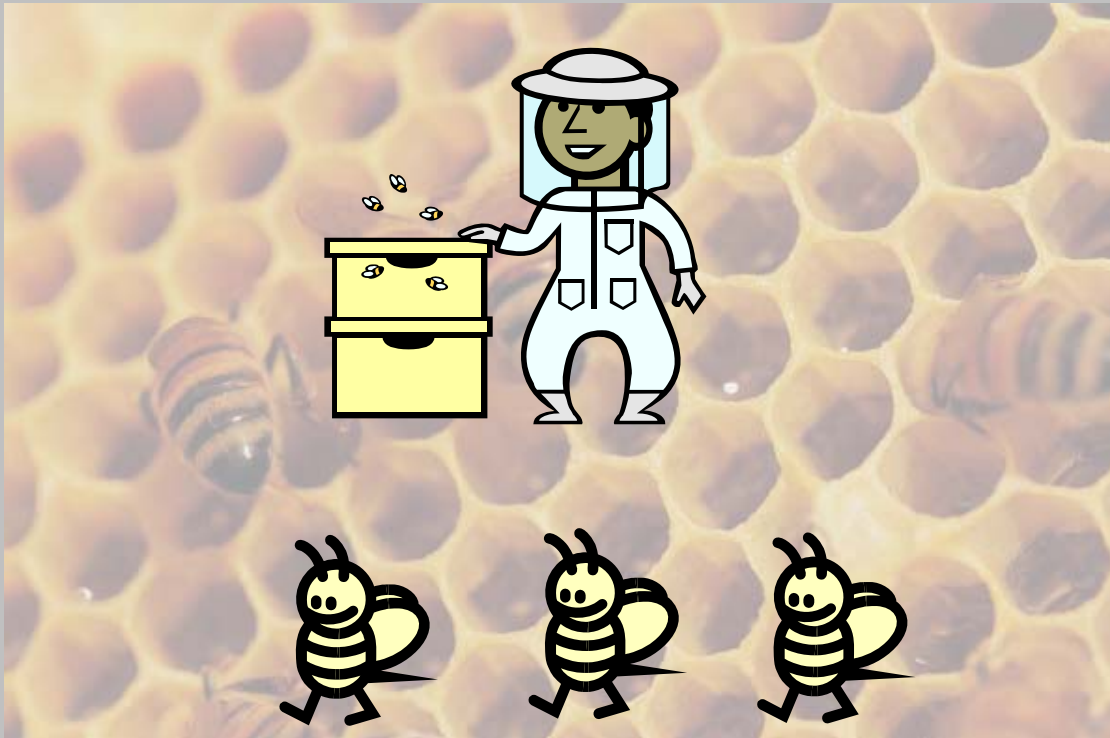
Update d: 5/24/2006

Group Activity



Performance Management

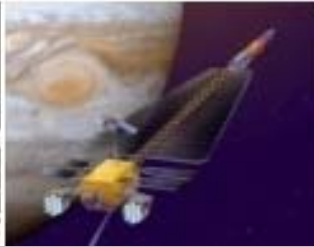
“The Beekeepers and their Bees” *Facilitated by Coy Brown*



Welcome!!



Performance Management



Safety & Mission Assurance

Roy Malone

Wrap-Up & Feedback



Performance Management

